



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
POST OFFICE BOX 340  
TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE  
*Governor*  
*Commander-in-Chief*

☆  
MICHAEL L. CUNNIFF  
*Brigadier General*  
*The Adjutant General*

**STATE EMPLOYEE  
VACANCY ANNOUNCEMENT NO. V22-16**

**OPENING DATE:** 20 July 2016                      **CLOSING DATE:** 12 August 2016  
(To be considered, applications must be received or post-marked by the closing date.)

**POSITION:** Management Assistant, P18  
(\$45,053.25 Starting Salary)

**NOTE: HIRE WILL BE PENDING APPROVAL OF EXEMPTION PROCESS**

**DUTY STATION:** N.J. Department of Military and Veterans' Affairs  
Information and Administrative Services Division

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**AREA OF CONSIDERATION:** Application will be accepted from all New Jersey Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

**SELECTING OFFICIAL:** Recommendation by the Director, Information and Administrative Services Division through The Deputy Adjutant General to the Director, Human Resources Division for approval.

**DESCRIPTION OF POSITION:** Under the direction of the Telecommunications Manager serves as the main contact for all telecommunications support and service requests, monitors the operations of telecommunications systems and services from vendors. Serves as primary billing and telecommunications accounting agent for all departmental site telecommunications facilities, equipment and services to meet state operational requirements. Serves as liason between divisions and agency supervisors and the Office of Information Technology to provide technical assistance on all agency telecommunications and telecom admin billing issues. Develops and implements official policies and standard operating procedures for agency telecommunications operations and services to troubleshoot and resolve agency telecommunications problems. Performs other duties as required. Reconciles all agency telecommunications billings on monthly basis and coordinates with OIT and DMAVA Fiscal Staff to insure payments and inter-agency charges are correct. Serves as alternate fiscal procurement officer for the Information and Admin services Division for all Information technology and telecommunications purchases. Issues Agency Purchases Orders and submits OIT Procurement packet requests to the office of Information Technology EPU unit.

**BASIC QUALIFICATIONS REQUIRED:**

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

DISTRIBUTION: **A, A1, A2, D, E, S**  
Cemetery  
Veterans Haven North, Veterans Haven South  
VSO  
Youth Challenge Academy, Ft. Dix